

City of Richmond

BILL PANTELE
CHAIR

JOYCE K. SMITH

VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY



Electoral Board

Meeting Minutes
Canvass/ Provisional Ballot Review
January 7th and January 9th, 2026

CALL TO ORDER

The meeting was called to order at **9:00 a.m.** by **Chair Bill Pantele**, with **Vice Chair Joyce K. Smith** and **Secretary Cherlyn S. Stevens** present.

STAFF IN ATTENDANCE

- David Levine – General Registrar
- Caitlin Shelton-Executive Assistant
- Cassandra Harris – Election Operations Manager / Registrar
- Vanessa Floyd – Election Manager
- Patricia Haden – Elections Specialist
- Alexus Robinson – Elections Specialist

Canvass Team Members:

- Rena Hutchins
- Operadella Williams
- Robin Pratt
- Clara Clements
- Stacie Harris
- Debra Williams

APPROVAL OF PREVIOUS MEETING MINUTES

There were no minutes to approve at this time.

PUBLIC COMMENT – ITEMS ON THE AGENDA

There were no public comments at this time.

OPEN SESSION

Adoption of Agenda

Vice Chair **Joyce K. Smith** motioned to adopt the agenda.

Vote: All in favor.

Motion passed.

4. Registrar's Remarks

David Levine, General Registrar, opened the meeting by thanking staff, the Electoral Board, and election officials for their work on the **January 6th , 2026 Special Election**.

LEGAL MOTION

Secretary **Cherlyn S. Stevens** read a motion pursuant to **Section 24.2-653(B) of the Code of Virginia**, authorizing the Board to take necessary action to approve or reject provisional ballots.

RECESS

The meeting recessed at **9:21 a.m.** to allow for ballot review. The meeting was scheduled to be reconvened later that day.

RECONVENED MEETING

Call to Order

The meeting was reconvened at **2:41 p.m.**

Chair **Bill Pantele** called the meeting to order.

CHANGE IN SECRETARY

Chair **Bill Pantele** made a motion that Vice Chair **Joyce K. Smith** serve as **Acting Secretary** due to unforeseen health circumstances of **Secretary Cherlyn S. Stevens**.

Vote: All in favor.

Motion passed.

PROVISIONAL BALLOT REVIEW

- **Precinct 909 (Hickory Hill Early Voting):**
 - 1 SDR submitted
 - **Motion to approve**
 - **Approved unanimously**
- **Precinct 402:**
 - 3 ballots reviewed
 - Recommendation: **Approve 1 SDR**
 - **2 ballots** were voters who requested absentee ballots but did not bring or surrender the ballot; one ballot had been returned to the office

10. Closed Session

The City of Richmond entered **closed session** and returned to **open session at 3:54 p.m.**

11. Open Session – Final Provisional Determinations

Chair **Bill Pantele** motioned to accept the following provisional ballots:

- **Precinct 412:**
 - 5 ballots entered
 - 1 SDR
 - Absentee ballot issued but not returned
 - **2 ballots accepted**
- **Precinct 812:**
 - 1 ballot entered
 - 1 SDR
 - **Recommended and counted**
- **Last Provisional Ballot (In-Person / AB Conflict):**
 - Absentee ballot was mailed
 - Voter voted in person
 - **Ballot rejected**
- **Precinct 814:**
 - 2 provisional ballots
 - 2 SDRs
 - Research showed voters belonged to **Precinct 811**, which was not part of this election
 - **Both ballots rejected**
- **Precinct 903:**
 - 1 voter issued absentee ballot
 - Ballot was not returned
 - **Ballot recommended to be counted**
- **Precinct 910:**
 - 1 provisional ballot
 - **Accepted**
- **Precinct 911:**
 - 3 provisional ballots
 - 1 voter already registered at address
 - 1 absentee ballot not surrendered but returned unmarked (blank Envelope B)
 - **All 3 ballots accepted**

12. Final Totals

- **Total provisional ballots reviewed:** 20
- **Accepted:** 17
- **Rejected:** 3

Motion to approve provisional ballot determinations:

Vote: All in favor

Motion passed.

PUBLIC COMMENT – ITEMS NOT ON THE AGENDA

There were **no public comments** on items that were not on the agenda.

MEETING ADJOURNMENT

The meeting was adjourned by Chair Bill Pantele. Unanimously approved.

NEXT MEETING DATE

The next meeting will be February 4th, 2026, at 9:00am.

ADJOURNMENT

There being no other business, the meeting was adjourned

Bill Pantele
Chair to the Electoral Board

Joyce K. Smith
Vice Chair to the Electoral Board

Joyce K. Smith
Secretary to the Electoral Board

DRAFT